

2-15-2012

# Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans  
CAD Minutes  
Wednesday, February 15, 2012  
1:30 – 3:00 p.m.**

**Members Present:** Dennis George, John Bonaguro, Connie Foster, Sam Evans, Richard Miller, Gordon Emslie, Craig Cobane, Cheryl Stevens, Kinchel Doerner, and David Lee.

**Guests Present:** Beth Laves, Kathryn Costello, Mike Dale, Doug McElroy, Jim Berger, Brian Meredith, Sylvia Gaiko, Kelly Madole, John White, Nevil Speer, and Teresa Jackson.

**I. Approval of February 1, 2012 Minutes**

Ms. Connie Foster made a motion, seconded by Dr. Jeff Katz, to approve the minutes from the February 1, 2012 CAD Meeting. The minutes were approved without objection.

**II. Information Items:**

**A. College Development Officers**

Ms. Kathryn Costello, VP for University Advancement, discussed decisions made by the Foundation Board the past few weeks regarding Foundation endowed funds. Beginning July 1, 2012, endowment payout will be reduced to 3%. The goal is to strengthen and rebuild the Foundation for the future. Paula Jarboe is preparing charts for each endowment and will share the information with deans.

Ms. Costello also expressed her appreciation to the deans for the funds provided to support travel and ancillary expenses for development officers, thus making them more effective in their roles.

**B. Update on Immigration/International Students**

Dr. Richard Miller reminded the deans that when WKU sponsors a foreign national faculty member for their initial H1-B or renewal of their H1-B visa, the U.S. Department of Labor issues a "prevailing wage" determination. WKU is required to pay a salary no less than the prevailing wage.

He also informed the deans that foreign students working on campus must have a social security number along with the I-9 before they can work, and noted that the restriction is on performing the work itself, not receiving compensation for that work. Also, the student must be in the United States for 30 days before they can apply for a social security number. However, if a student is currently enrolled for a university course, s/he can apply early for the social security number.

**C. KnowHow2Transfer Website**

Dr. Sylvia Gaiko presented the CPE KnowHow2Transfer Website and indicated WKU has used this site for some time. All catalog information is housed here and assists advisors in determining which courses will transfer to WKU. Dr. Gaiko conveyed that Dr. Aaron Thompson of CPE believes 90% of programs should be in the system within the next 2 years.

Dr. Emslie indicated that five WKU programs per month will be added throughout the next year. Dr. Gaiko asked deans to volunteer programs that are ready to be added to her by the end of next week (February 24<sup>th</sup>). She will meet with departments to assist with getting course equivalencies added to the website.

**D. Academic Program Review**

Dr. Doug McElroy discussed the tentative Academic Program Review Schedule and asked deans to let him know when they want each of their programs to go up for academic review. Deans were asked to submit information to Dr. McElroy by the end of February.

**III. Discussion Items:**

**A. CAD Meeting Materials/Minutes to Library Special Collections**

Suellyn Lathrop, Library Special Collections Assistant Professor, has requested that the Council of Academic Deans meeting files dating back to the beginning of the Council of Academic Deans be forwarded to Library Special Collections when scanning of the files is completed in Academic Affairs. There was brief discussion and the deans agreed it would be appropriate to forward the files from previous years through 2005 to Library Special Collections when the scanning is completed.

**B. Action Plan Materials**

There was brief discussion regarding Action Plan materials. Dr. Doug McElroy has placed a form on the Strategic Planning Updates Website and asked the deans to submit their strategy submissions for departments and colleges by the end of February.

**C. Staffing Information on New Course Proposals**

Drs. Kelly Madole, Nevil Speer and John White joined the deans to discuss staffing for new courses proposed. There was discussion regarding the process for new course approvals and the general lack of specificity regarding how these new courses will be staffed.

Dr. Brian Meredith agreed to discuss with Ms. Freida Eggleton, Registrar, to verify that WKU monitors when a course was last offered (Note added: this is in fact done, and the list of courses that have not been offered for the last five years will be distributed to departments shortly.) Dr. Emslie asked the deans to monitor new course requests going forward and to address the issue of deletion of inactive courses.

**D. Research Week Speaker Nominations**

During a previous meeting of the deans, there had been discussion regarding the scheduling of a seminar series to showcase faculty research leaders on Friday, March 23. However, due to the short timeline, and the BOR Committee meetings scheduled for that day, it was agreed to postpone the event until March 2013.

Respectfully submitted,

Teresa Jackson

Approved

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A. Gordon Emslie, Provost

Date